

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)				DD/A Registry 83-2000	
FROM: <input type="text"/> Rm. 154 P&PD Building			EXTENSION <input type="text"/>	NO. 170-20-83 : 170-21-83 DATE 5 August 1983	
TO: (Officer designation, room number, and building)		DATE RECEIVED      FORWARDED		OFFICER'S INITIALS	
1. <input type="text"/> EO/DDA 7024 Headquarters		8 Aug		John,	
2. <input type="text"/>				If the attached requests are approved, I suggest we draw some of the old Agency letterhead from Supply and overprint. This will help reduce the inventory of the old letterhead on-hand.	
3. RM 154 P&PD BLDG.				Also, the ADDA has questioned <input type="text"/> regarding the cost associated with discarding the old Agency letterhead and stocking Supply with the new. The cost to replace the current inventory of old with new will be \$249.00 assuming we trash the current inventory. However, I can salvage 5x8 pads (blank) from the old letterhead for stock issue which will reduce the net loss by some degree.	
4. <input type="text"/>				What are your feelings on this subject?	
5. DD/A REGISTRY FILE: 45-12				<input type="text"/>	
6. <input type="text"/>				Production Manager	
7. <input type="text"/>				With suggest we overprint old letterhead & use whatever is left for pads. When you issue smaller stationery please advise the folks that the stock will not be replenished.	
8. <input type="text"/>				<input type="text"/>	
9. <input type="text"/>					
10. <input type="text"/>					
11. <input type="text"/>					
12. <input type="text"/>					
13. <input type="text"/>					
14. <input type="text"/>					
15. <input type="text"/>					

STAT

STAT

STAT

STAT

STAT

STAT

STAT